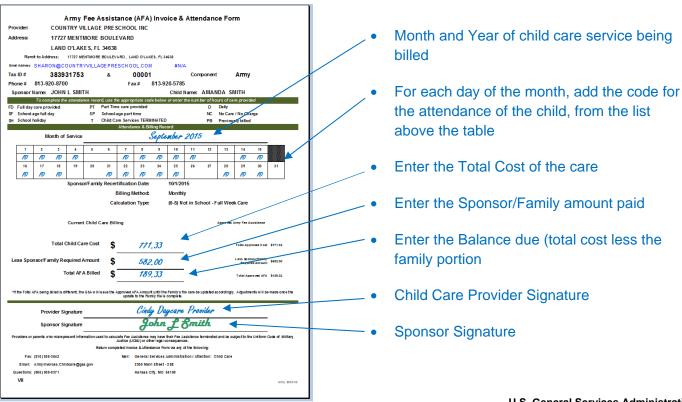


GSA Subsidy Administration Payment Policy Army Fee Assistance (AFA) Program

The GSA Subsidy Administration Section on behalf of the U.S. Army is providing you with information regarding our payment process to ensure that all Families benefits are paid in a timely manner. Each type of care and associated child care cost will now be on a separate invoice; therefore multiple invoices may be received.

- To receive payment, all child care providers must complete and submit a properly completed Invoice & Attendance Form to the GSA Subsidy Administration Section for payment. They should be submitted via email at armyinvoices.childcare@gsa.gov or via fax at 816-926-3642. For invoices submitted to any other email address, the GSA cannot guarantee that payment will be made in a timely manner.
- 2) Each Invoice & Attendance Form must be completed in its entirety. A sample is shown below.
 - a. Period of Service
 - b. Attendance Record
 - c. Total Cost and Balance Due Portion. GSA has provided preprinted invoices with each new enrollment, which include the Sponsor/Family Portion (the amount that the family must pay prior to the provider invoice being paid by GSA). The Child Care Provider must write in the Total Cost, Sponsor/Family Portion paid and the AFA Balance Due. By entering this information the Sponsor/Family and Provider are confirming the current total cost, Sponsor/Family Portion has been paid and the Total AFA billed is accurate.
 - d. Signature of the Child Care Provider. The Child Care Provider must sign the invoice, certifying that the child attended the center for the period of service listed and that the Total Cost indicated on the invoice is the correct cost charged to the Family for that period of service.
 - e. Signature of the Service member, spouse, or designated Power of Attorney (POA). This signature is certification that the information on the invoice is correct that the Family received child care for the indicated period of service and that they were billed the amount shown on the invoice.

Standard Monthly Invoice

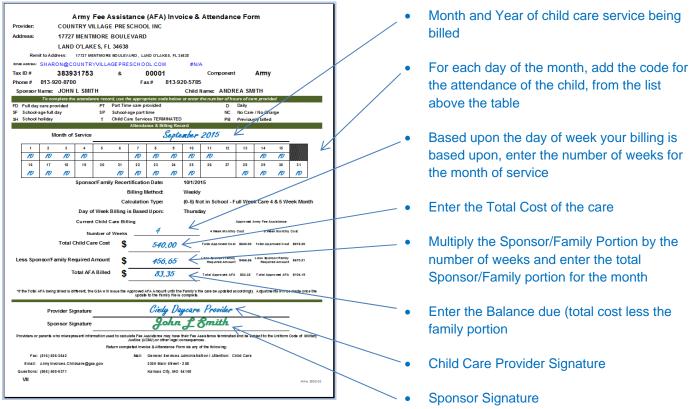


U.S. General Services Administration

2300 Main Street – 2SE, KCMO 64108 Tel: (866) 508-0371 ● Fax: (816) 926-3642



4 & 5 Week Monthly Billing



- 3) Invoices should be submitted as follows:
 - a. For Monthly billing, invoices may be submitted on or after the 20th of the month.
 - b. For Hourly or Daily Care, invoices should be submitted on or after the last day of the month.
 - c. Invoices must be submitted within 60 days of period of service being rendered. Failure to submit invoices within a timely manner may result in the Child Care Provider not receiving payment.
 - d. It is a shared responsibility of the Service member and Child Care provider to ensure that the Invoice & Attendance Records are accurate. Discrepancies may result in delayed payment.
- 4) Downward cost adjustments may occasionally occur due to individual situations, such as prorating Monthly costs due to vacation or illness. The Child Care Provider must ensure that the Total Cost indicated on the Invoice & Attendance Form reflects the actual total cost charged to the Family so that GSA can correctly calculate the subsidy amount for that period of service.
- 5) In the event that the Child Care Provider, or the Family, finds that there has been an overpayment or underpayment of benefits, you must inform GSA immediately at armyinvoices.childcare@gsa.gov in order to resolve the issue promptly, or else risk being removed from the program.
- 6) Providers are required to reimburse Families or credit their account for Fee Assistance received. Failure to do so may result in disqualification from the program and repayment of funds to the GSA. Please refer to the billing and payment reconciliation sections of the Provider Handbook and Family Handbook.

If you have any questions or need any additional assistance, please visit our website at http://gsa.gov/childcaresubsidies and from the left hand navigation choose either U.S. Army Fee Assistance or For Providers or feel free to contact us at childcareprovider@gsa.gov or (866) 508-0371.

GSA Payment Policy

Army Fee Assistance Program

Page 2 of 2